

# BOARD OF SUPERVISORS

## Brown County



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### EDUCATION & RECREATION COMMITTEE

John Van Dyck, Chair  
Paul Ballard, Vice Chair  
David Landwehr, Kathy Lefebvre, Ray Suennen

### **SPECIAL EDUCATION & RECREATION COMMITTEE**

**THURSDAY, DECEMBER 13, 2018**

**5:30 p.m.**

**Room 200, Northern Building  
305 E. Walnut Street**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION  
ON ANY ITEMS LISTED ON THE AGENDA**

**\* NOTE DATE, TIME AND LOCATION \***

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.

### **Comments from the Public**

### **Park Management**

1. Request for Approval: RFP for Harbor Design and Park Planning for Cecil Depeau Bay Shore County Park, Project #2277.
2. Budget Adjustment Request (18-125): Any increase in expenses with an offsetting increase in revenue.

### **Other**

3. Such other matters as authorized by law.
4. Adjourn.

John Van Dyck, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

**Request for Proposal (RFP)**

**For**

**Brown County**

**Harbor Design and Park Planning for Cecil  
Depeau Bay Shore Park**

**Project # 2277**



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***Publish Date:* November 30 , 2018**

***Response Deadline:* January 10, 2019                      3:00 PM                      CDT**

**To:**

**Brown County Purchasing Department**

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## RFP PROJECT DETAILS

### 1. General

It is the intent of Brown County to contract with a vendor to provide Harbor Design and Park Planning at Cecil Debeau Bay Shore Park for the Parks Department. All vendors are responsible for any addendums issued for this project.

### 2. Addendums

**DemandStar Website:** When an open project is posted, addendum notification will automatically be sent if potential vendors are registered and have downloaded the project details.

**REGISTER at NO CHARGE at [www.demandstar.com](http://www.demandstar.com) or call (800) 711-1712**

**Brown County Website:** When an open project is posted, Brown County is not able to track who downloads project information off our website. Vendors who download project information must monitor our website for any addendums that may be issued.

All projects are posted on the County website. Not all projects are posted on the DemandStar website.

### 3. RFP Tentative Project Timeline

Please Note: These dates are for planning purposes. They represent the County's desired timeline for implementing this project. Any revision to the Due Date for submission of project will be made by addendum. All other dates may be adjusted without notice, as needs and circumstances dictate

	Date	Time (CDT)
RFP Published	December 3, 2018	
RFP Non-Mandatory Site Visit	December 12, 2018	10:00 AM
RFP Questions Due	January 4, 2019	3:00 PM
RFP Questions & Answers Published	January 7, 2019	3:00 PM
RFP Responses Due from Vendors	January 10, 2018	3:00 PM
Selection Team Kickoff Meeting	January 14, 2019	
Preliminary Scoring Meeting from proposal review	January 30, 2019	
Interviews if required by	February, 2019	
Reference Checks if required by	February, 2019	
Consensus Scoring Meeting	February, 2019	
Send out Thank You & Intent to Award Letters by	February, 2019	
Contract Negotiations / Complete Contract Signing by	March, 2019	

### 4. RFP Non-Mandatory Site Visit: **December 12, 2018 10:00 a.m.**

Site visits are based on the date & time listed in the Tentative Project Time Line above	
Potential Vendors meet:	5637 Sturgeon Bay Road, New Franken, WI 54229
Site Visit conducted by:	Matt Kriese
Site Visit contact phone number for questions:	(920) 448-4464

### 5. RFP Questions Due: January 4, 2019 at 3:00 PM

**Questions-**All questions related to this project must be in writing and received by the Brown County Purchasing Department, no later than the due date.

- Questions can be delivered via e-mail to: [bc\\_administration\\_purchasing@co.brown.wi.us](mailto:bc_administration_purchasing@co.brown.wi.us)
- Questions MUST be clearly marked in the subject line: "Questions for Project # 2277"

**6. RFP Questions & Answers Publish Date: January 7, 2019 at 3:00 PM**

**Answers** - If any questions are received; answers to all written questions will be issued in the form of an addendum.

- Answers will be published on the Brown County website at: [www.co.brown.wi.us](http://www.co.brown.wi.us) > Departments > Purchasing > Open Projects
- AND on the Demand Star website at: [www.demandstar.com](http://www.demandstar.com)

It is the responsibility of all interested vendors to access the web site(s) for project information. Calls for assistance with the web site can be made to (920) 448-4040.

**7. RFP Due Date & Delivery Address Details: January 10, 2019 at 3:00 PM**

Responses are due to Brown County Purchasing no later than the Due Date.

Prospective vendors can submit proposals via email, hand deliver or by mail via DHL, FedEx, UPS, USPS, etc as outlined below:

**Emailed proposal must include the following items:**

- Be clearly marked in the subject line with perspective project #2277
- Include 2 separate electronic files:
  - One file named proposal to include proposal excluding any pricing details.
  - The other file named 'pricing' to include the completed *Attachment C: RFP Cost Sheet*.
- Be received, dated & time stamped by the due date and received at the following address:
  - [Bc\\_Administration\\_Purchasing@co.brown.wi.us](mailto:Bc_Administration_Purchasing@co.brown.wi.us)
  - A courtesy email response will be generated after due date for receipt of all proposals.
- Emailed proposals also require that seven (7) paper copies be sent separately, excluding the pricing details.  
**Note:** For emailed proposals, the paper copies must arrive within 2 days after the proposal due date. These are provided to the scoring team. We have no preference as to how the proposals are bound. Proposals can be submitted in a box or envelope, whichever works best. It is neither necessary nor desired to put the required paper copies in their own separate envelopes.
- Delivery address is provided below:

**Hand delivered or mailed proposal must include the following items:**

- Be clearly marked with project #2277 on the outside of the sealed envelope or box in the lower left hand corner.
- Be in 2 separate Sealed envelopes or boxes as follows:
  - One envelope or box to include seven (7) paper copies of the proposal excluding pricing details. We have no preference as to how the proposals are bound. Proposals can be submitted in a box or envelope, whichever works best. It is neither necessary nor desired to put the required paper copies in their own separate envelopes.
  - The other envelope labeled 'pricing' shall include the completed *Attachment C: RFP Cost Sheet*. Envelope can be included in either the box or envelope used to send the proposals (does not need to be sent separately). Only one (1) copy of the cost sheet is required.
- Along with the proposal include one flash drive (no CD's) containing the 2 files as follows:
  - One file named proposal to include proposal excluding pricing details.
  - The other file named 'pricing' and includes the completed *Attachment C: RFP Cost Sheet*.
- Be received, dated & time stamped by the due date and received at the following address:

Delivery Address for DHL, FedEx, Hand  
Delivery, UPS, etc.

Brown County Clerk  
Project 2277  
305 E. Walnut St. Room 120  
Green Bay, WI 54301

Delivery Address for Mail, USPS
<b>Brown County Purchasing Department</b> <b>Project 2277</b> <b>305 E. Walnut St. 5<sup>th</sup> Floor</b> <b>Green Bay, WI 54301</b>

*Note: It shall be the responsibility of the sender to ensure proposals arrive by the required due date and time. Any information received after the due date and time will be rejected. When hand delivering project; prospective vendors are encouraged to verify the time on the atomic clock as this is the official time used for the receiving of all information. Time discrepancies between wall clocks, watches, cell phones, etc. will not be honored. Please make sure the outside package is clearly labeled with the project number and description of the project when mailing proposals via a 3<sup>rd</sup> party delivery service. This ensures the proposal can be applied to the appropriate project.*

## **8. RFP Format & Submission Requirement**

Any deviation from these requirements may result in the document submission to be considered non-responsive, thus eliminating the vendor from consideration. The document submission shall include the following attachments:

- **RFP SCOPE OF WORK & SPECIFICATIONS (Attachment A)** - Provide specific procedures and explanations to each requirement in your document submission.
- **RFP COST SHEET (Attachment C)** - Provide attachment listing your price with your document submission in a separate sealed envelope or separate file if submitted via email.
- **RFP REFERENCE DATA SHEET (Attachment D)** – Provide attachment with three (3) to five (5) references with your document submission.
- **RFP DESIGNATION OF CONFIDENTIAL & PROPRIETARY INFORMATION (Attachment E)** – Provide attachment if any of part of your proposal includes proprietary and confidential information which qualifies as a trade secret, as provided in s. 19.36(5) Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. Prices always become public information when quotes/bids/proposals are opened, and therefore cannot be kept confidential.
- **RFP ADDENDUM(S) ACKNOWLEDGEMENT (Attachment F)** - If Addendum(s) exist for this project, please sign and date the attachment and provide with your document submission.

## **9. Performance or Applicable Payment Bonds**

**Bonds are not required for this project.**

## **10. RFP Method of Payment**

**Payment Terms:** Payments may apply as noted in Wisconsin Statute 66.0135. Payment to be made net 30 from receipt of a properly completed invoice. Vendors are strongly encouraged to accept P-Card payments.

## **11. Financial Verification**

Vendor verification prior to award: Vendor's financial solvency may be verified through financial background checks via Dun & Bradstreet or other means (i.e. Wisconsin Circuit Court Access, UCC) prior to contract award. Brown County reserves the right to reject RFBs/RFPs based on information obtained through these background checks if it's deemed to be in the best interest of the County.

## **12. "Piggyback" Clause**

Common purchasing practices in government include cooperative or "piggyback" purchasing among various units of government or municipalities. This contract will be extended, with the authorization of the vendor, to other units of government or municipalities at the same prices and/or discounts and terms and conditions. If another unit of government or municipality decides to use this contract, the vendor must deal directly with the respective unit of government or municipality concerning the placement of orders, issuance of the purchase orders, contractual disputes, invoicing and payment. Brown County acts only as the "Contracting Agent" for those public agencies.

### **13. Other**

1. **Cancelled Project Records:** Brown County reserves the right to not disclose records of cancelled project to ensure open and fair competition of future solicitations.
2. **Laws:** All services shall conform to all applicable industry, Federal, State and Local Laws, Codes, Ordinances, OSHA requirements and Standards.
3. **License:** Vendors performing work are required to have a Contractor's License for the state for which the work is to be done. All applicable Licenses for any contractors must be current on the day of Contract execution and throughout the length of the project.
4. **Project Manager:** Vendor shall provide a Project Manager who will act as a single point of contact for Brown County.
5. **Rejection of Document Submission:** Brown County reserves the right to accept or reject any or all submissions and to waive any informality in the document.
6. **Taxes:** Brown County and its departments are exempt from payment of all federal, Wisconsin and local taxes on its purchases except Wisconsin excise taxes.

### **14. RFP Attachments**

- A. **RFP Scope of Work, Specifications / Drawings:** Contractor must adhere to specifications/drawings for this project.
- B. **RFP Scoring**
- C. **RFP Cost Sheet**
- D. **RFP Reference Data Sheet**
- E. **RFP Designation of Confidential & Proprietary Information**
- F. **RFP Addendum(s) Acknowledgement:** Brown County reserves the right to make changes to this project. Any changes in the scope of work shall be mutually agreed upon by the Contractor and the County.
- G. **RFP Appeals**
- H. **Contract Insurance Requirements**
- I. **Professional Contract for Service TEMPLATE:** Contractors submitting documents must review the Professional Contract for Service TEMPLATE. Sections that may be of concern must be identified and an explanation for the objection must be provided with the Vendor document submission. If no objections are raised it shall be expected that the contractor agrees to the terms and conditions as stated.

## ***ATTACHMENT A: RFP SCOPE OF WORK, SPECIFICATIONS & REQUIREMENTS***

### **1. INTRODUCTION**

**1.1 Request:** The purpose of this RFP is to retain the services of a professional consultant with expertise in parks and open space management, coastal planning, conceptual design, facility assessment, survey design and analysis, as well as developing construction ready documents. The consultant must demonstrate the ability and commitment to providing a high level of knowledge, dedication, and experience to complete the tasks in this RFP. The final product will be a report including conceptual design plans that will describe and illustrate a set of individual projects that can be implemented over time. It will include construction documents for a portion of the project relating to the breakwater and harbor area.

**1.2 Contact:** Questions related to this project shall be directed to: Matt Kriese – Brown County Parks Department, 920-448-4464, [Kriese\\_mm@co.brown.wi.us](mailto:Kriese_mm@co.brown.wi.us) or Brown County Purchasing as identified in the packet. All questions during the process will be made available online for any potential firms to view.

### **2. BACKGROUND INFORMATION**

**2.1 Project History:** Constructed in 1974, the Cecil Depeau Bay Shore Park Boat Launch provides water-going enthusiasts of Green Bay and the Midwest with an area to launch boats, fish, enjoy sunsets and swim at the unmaintained beach. The launch is situated below the ledge, and has an approximate annual attendance of 26,500 visitors and provides 120 designated parking spots. Fees to launch watercraft are \$5 per day or \$35 per year. The year-pass is valid at eight launches across Brown County. The entire 85 acre park has an annual attendance of over 100,000 and includes a 100+ site campground, day use area, two rental structures, play area, unmaintained ball diamond among other amenities.

**2.2 Problem Statement:** The current Park has a harbor capacity of 12-14 boats, limited water access for shore use, lacking green areas and buffers, congested launch (four lanes), a breakwater that is not meeting standards, is in need of breakwater repairs, does not provide ADA access, has limited parking, steep access road, and limited beach access.

**2.3 Site Location:** This project is located at Brown County Parks – Bay Shore, 5637 Sturgeon Bay Road, New Franken WI 54229. Legal Description of: Part of Govt Lot 4 Section 14 Township 25N Range 22E

**2.4 Site Design Requirements:** The final design shall meet and conform to allowable development by, but not limited to, local jurisdictional oversight, State of Wisconsin and the Federal Government.

### **3. BASIC SCOPE OF SERVICES**

#### **3.1 Existing Site Assessment and Past Plan Review:**

**3.1.1** Inspect and determine existing condition of the site. Including all necessary testing, and topographic surveying and review of past masterplan and boat landing Feasibility Study performed in 2012 (Appendix 2); water level information; flood data; GIS mapping of physical and environmental features; provide the basis of understanding of geometric, environmental, and regulatory constraints to development.

#### **3.2 Park Master Plan**

**3.2.1** Develop a conceptual master plan for the Park area in Appendix 1 based a public involvement process to include, but not limited to, Brown County Board of Supervisors, Wisconsin DNR, local fishing clubs, local baseball club, and Brown County Parks. An alternative to public meetings would be a charrette process by a firm with proper training to conduct this. The consultants approach to engaging the public will be a scoring factor for this project.

**3.2.2** A recommendation of items within this upper Park area are: parking areas, visitor entrance/ranger station, fish cleaning station, and improve general flow of park users. The highest and best use of this small area must be incorporated. Some development will occur in 2022 based on Brown County's 6-year Capital Improvement Plan. Many of these items have been identified in the Comprehensive Outdoor Recreation Plan from 2017, which relied upon public input.

**3.2.3** Infrastructure assessment shall be included to support the master plan to include, water, sanitary sewer, storm sewer, electric, gas, communications, parking, roads, drainage, and landscaping. Options for renewable energy sources will be welcome.

#### **3.3 Breakwater, Docks and Launch Lanes**



**3.3.1** Design Phase 1 of the breakwater based on Appendix 2, page 12, and new ideas that surface during the planning phase and from public input. (Construction Documents are required)

**3.3.2** Design Phase 2 of the breakwater based on Appendix 2 and new ideas that surface during the planning phase and public input sessions. Phase 2 construction is not within Brown County's 6-year Capital Improvement Plan, and will be conceptual only.

**4. GENERAL**

**4.1** Prepare final plans and specifications to create competitive public bidding for breakwater Phase 1 only.

**4.2** Construction project cost estimate for all components.

**4.3** Identify all necessary permits for Phase 1 and 2 of the breakwater construction and associated costs.

**4.4** Plan approval from Brown County Board of Supervisors (attend one meeting)

**4.5** Revenue generating ideas for Department implementation will be welcomed and required throughout the process.

**4.6** Funding for the project is capped at \$80,000. All digital files and hardcopy drawings and associated data, design materials, permits and submittals will be submitted and shall become the property of Brown County.

**5. HIGH LEVEL ORDER OF STEPS ANTICIPATED TO BE PERFORMED BY CONSULTANT**

**5.1** Perform all necessary testing in the water and on land

**5.2** Engage the public in developing a master plan for the area highlighted in Appendix 1.

**5.2.1** The lower area (boat landing) is limited via the Niagara Escarpment and Green Bay and we don't foresee any major deviations from what is described in Appendix 2, however changes are likely in the public process.

**5.3** Based on the master plan developed, develop construction documents for the breakwater and launch lane work (mentioned as Phase 1 above).

**5.4** Provide bid ready and permit ready construction documents for Phase 1 of the lower area.

**5.4.1** This will involve meeting with state and federal jurisdictions during the process in order to adhere to regulatory standards. The County will not accept a plan that is not legally allowed or within reason of permitting agencies.

**5.5** Brown County will use the master plan of the upper park area to develop construction documents at a later date.

**5.6** Permits and grants will be managed after this project by Brown County; however recommendations for both are required by a knowledgeable consulting firm.

**6. SUBMISSIONS SHALL INCLUDE THE FOLLOWING INFORMATION**

**6.1** Cover Letter: Provide a cover letter from the person authorized to submit the proposal. Provide brief introduction of your proposal; identify the contact person and contact information.

**6.2** Firm Profile(s): Provide a brief description of each firm on the team, its size, location, age and special expertise and other information that provides an accurate overview of each firm. Identify any sub-consultants that will be used.

- 6.3 Experience and team work: Provide a list of consulting projects similar to that which is described in the RFP successfully completed by the team. List past projects that you have teamed on and/or how you plan to work together. Describe your methodology for working with sub-consultants.
- 6.4 Examples of Similar Work: Provide a minimum of two samples of previous work that substantially similar to this project.
- 6.5 References: Provide a list of three references for consulting projects completed in the last three years that are similar to this project and include parks and/or coastal design.
- 6.6 Methodology: Provide a clear description of the approach and methodology your firm anticipates using to fulfill the requirement of this RFP. Describe the various tasks that will be engaged and the sequence in which they will be accomplished. Identify the methods of engaging stakeholders, staff and the Board. Identify the tasks that will be conducted on-site and the number of visits and days of on-site engagement anticipated.
- 6.7 Cost Proposal: Provide a cost breakdown indicating the fixed not-to-exceed cost for all work and reimbursable expenses to accomplish the scope described. Itemize labor costs.
- 6.8 Use of local contractors: If applicable, indicate services that could be sub-contracted to firms that are local.
- 6.9 Describe any other assets your firm brings to help assure the long-term success of the project.

## ***ATTACHMENT B: RFP SCORING***

*(This attachment is provided for your information only. There is no need to sign or mail it back.)*

Responses to this project will be evaluated according to the following:

### **1. Evaluation Process**

The following steps will be observed in the evaluation of the potential vendor document submission:

- Brown County will establish a project scoring team.
- The vendor submission will first be reviewed to determine if all the requirements outlined have been met. Failure to meet the requirements or being over-budget will result in the submission being eliminated from consideration.
- The project scoring team will review all submitted documents received and score in accordance with the predefined scoring methodology.
- Composite scores will be developed summarizing the individual scoring efforts of each selection team member.
- References, oral presentations and/or interviews are optional and determined if required by the scoring team.
- Vendors will be ranked by composite score with the highest score determining vendor award.

### **2. Scoring Methodology**

The following is a summary of the project evaluation factors and the point value assigned to each. These factors will be used in the evaluation of the individual vendor document submission. Points will be awarded on the basis of the following factors:

Scoring Criteria	Points
1. Quality, clarity and responsiveness of proposal	10
2. Agency Overview	15
3. Completion of projects of similar scope and size: Firms are to document similar project references and attach a proposal	30
4. Public Relations program experience	10
5. Strategic communications plan approach	15
6. Billing Prices	10
7. References	10
<b>Total</b>	<b>100</b>

*\*Pricing is not shared with the scoring team until after they have submitted their scores to prevent influencing their ability to score the other criteria's.*

### **3. Scoring Criteria**

The evaluation factors to be used in project scoring are described below:

1. **Quality, clarity and responsiveness of proposal** – Proposals will be evaluated on meeting the overall requirements of the RFP.
2. **Responses to questions provided in Attachment A** – Proposals will be evaluated on the thoroughness and content of the responses submitted.
3. **Relevant Experience** – Proposals will be evaluated based on the experience of the A/E firm including their team and individual employees.
4. **Pricing** – Proposals are scored using a formula with the lowest price submitted that is divided by the price of each prospective A/E firm times the established point value times the weight factor percentage.
5. **References** – Proposals will be evaluated based on information obtained from the references provided.
6. **Interview** – A/E firms selected for a panel interview will be evaluated based on prepared interview questions and the firm's response to such questions

**ATTACHMENT C: RFP COST SHEET***(Use of this form is required when submitting your documents; do not submit copy of project details with your submission)***Vendor Information**

COMPANY PHYSICAL LOCATION INFORMATION				
Legal Name:				
Address:				
City:		State:		Zip:
Phone:		Fax:		
Federal ID #:		Website:		
COMPANY REMIT INFORMATION (where to send payment, if different than above)				
Billing Name:				
<i>Name to print on check, if different than above</i>				
Address:				
City:		State:		Zip:
Accounts Payable Contact:		Phone:		
Accounts Payable Email:		Payment Terms:		
CONTACT INFORMATION / SALES REPRESENTATIVE RESPONSIBLE FOR SETTING UP PRESENTATIONS, DEMONSTRATIONS AND/OR INTERVIEWS				
Sales Rep Name:		Sales Rep Title:		
Sales Rep Phone Number:		Sales Rep Email:		
CONTACT INFORMATION / PRIMARY PERSON TO NOTIFY FOR INTENT TO AWARD OR THANK YOU				
Primary Name:		Title:		
Email:				
CONTACT INFORMATION / SECONDARY PERSON TO NOTIFY FOR INTENT TO AWARD OR THANK YOU				
Secondary Name:		Title:		
Email:				
CONTACT INFORMATION / PROJECT MANAGER				
Project Manager Name:		Title:		
Address:		City:		
City:		State:		
Phone:		ZIP:		
Email:		Fax:		

**CONTACT INFORMATION / PERSON AUTHORIZED TO SIGN CONTRACT**

Contract Signer Name:		Title:	
Address:		City:	
City:		State:	
Phone:		ZIP:	
Email:		Fax:	

Does your Company accept MasterCard Credit Card for payment?    YES    NO    (Circle one)

If credit card payment is accepted, do you charge a service fee?    YES    NO    (Circle one)

If yes, service fee is \_\_\_\_\_%

Comments:	
-----------	--

Does your Company accept the Brown County Standard Contract?    YES    NO    (Circle one)

Comments:	
-----------	--

***RFP Pricing*****PRICING:**

Provide costs for all labor, materials and equipment to complete the project in strict accordance to the RFP SCOPE OF WORK, SPECIFICATIONS & REQUIREMENTS as indicated in Attachment A.

FOR THE SUM OF

\_\_\_\_\_

Dollars (\$ \_\_\_\_\_)

**\*All pricing is to be inclusive of all costs including travel and meals.**

***ATTACHMENT D: RFP REFERENCE DATA SHEET***

Provide a list of at least three and not greater than five clients that you have recently or are currently providing services for with at least two clients in the public sector and one client from a project that didn't go so well. Please verify that your contact person listed is accurate and still employed with the company.

<b>Reference #1</b>	
Agency Name	Telephone
Contact Person	Email address
Street Address	City/State
<b>Reference #2</b>	
Agency Name	Telephone
Contact Person	Email address
Street Address	City/State
<b>Reference #3</b>	
Agency Name	Telephone
Contact Person	Email address
Street Address	City/State
<b>Reference #4</b>	
Agency Name	Telephone
Contact Person	Email address
Street Address	City/State
<b>Reference #5</b>	
Agency Name	Telephone
Contact Person	Email address
Street Address	City/State

## **ATTACHMENT E: RFP DESIGNATION OF CONFIDENTIAL & PROPRIETARY INFORMATION**

*(Use of this form is required when submitting proposal)*

The attached material submitted in response to this project includes proprietary and confidential information which qualifies as a trade secret, as provided in s. 19.36(5) Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. As such, we ask that certain pages, as indicated below, of this proposal response be treated as confidential material and not be released without our written approval.

**Prices always become public information when bids/proposals are opened, and therefore cannot be kept confidential. Blanket labeling of confidential/proprietary information in headers/footers of documents will not be considered as confidential/proprietary.**

Information cannot be kept confidential unless it is a trade secret. Trade secret is defined in s. 134.90(1)(c), Wis. Stats. as follows: "Trade secret" means information, including formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

**We request the following pages not be released:**

**Section**

**Page #**

**Topic**

**IN THE EVENT THE DESIGNATION OF CONFIDENTIALITY OF THIS INFORMATION IS CHALLENGED, THE UNDERSIGNED HEREBY AGREES TO PROVIDE LEGAL COUNSEL OR OTHER NECESSARY ASSISTANCE TO DEFEND THE DESIGNATION OF CONFIDENTIALITY AND AGREES TO HOLD BROWN COUNTY HARMLESS FOR ANY COSTS OR DAMAGES ARISING OUT OF THE COUNTY'S AGREEING TO WITHHOLD THE MATERIALS.**

Failure to include this form in the proposal response may mean that all information provided as part of the proposal response will be open to examination and copying. The County considers other markings of confidential/proprietary in the proposal document to be insufficient. The undersigned agrees to hold the County harmless for any damages arising out of the release of any materials unless they are specifically identified above.

**Company Name:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## ***ATTACHMENT F: RFP ADDENDUM(S) ACKNOWLEDGEMENT***

*(If Addendums exist for this project, please sign and date and send with your bid)*

The undersigned acknowledges receipt of the following addenda by checking the box(es) below:

1 ☐      2 ☐      3 ☐      4 ☐      5 ☐      6 ☐

**Additional Addenda should be written here:**

I have examined and carefully prepared the RFB/RFP/RFQ from the plans and specifications and have checked the same in detail before submitting the RFB/RFP/RFQ to Brown County. Attached is my list of subcontractors along with their respective trades-if applicable.

**The Undersigned agrees to the above statement:**

**Company Name:**

**Printed Name:**

**Signature:**

**Date:**

If this RFB/RFP/RFQ is assigned a project number all vendors are responsible to check for addendums, published on the Onvia DemandStar website and our website at [www.co.brown.wi.us](http://www.co.brown.wi.us), for this project prior to the due date.

If RFB/RFP/RFQ has already been submitted, vendor is required to acknowledge receipt of addendum via fax or e-mail prior to due date. New RFB/RFP/RFQ must be submitted by vendor if addendum affects costs.

Vendors that do not have Internet access are responsible for contacting our purchasing department at 920-448-4040 to ensure receipt of addendums issued.

RFBs/RFPs/RFQs that do not acknowledge addendums may be rejected.

All RFBs/RFPs/RFQs submitted will be sealed. Envelopes are to be clearly marked with required information. Sealed RFBs/RFPs/RFQs that are opened by mistake due to inadequate markings on the outside may be rejected and returned to the vendor.



## ***ATTACHMENT G: RFP APPEALS***

*(This appeals attachment is for your information only, there is no need to sign or mail it back.)*

To: Vendors

RE: Brown County Appeals Process

An appeal refers to a written request from a vendor for reconsideration of vendor selection on a RFB, RFP or RFQ

Appeals may be submitted for the following purchases:

1. the item is a public work project bid under Section 55.52 (29) and 66.29 of the Wisconsin Statutes, or
2. the item price or proceeds is \$5000 or more or the total order is \$10,000 or more, and
3. vendor selection was based on factual errors, or
4. the lowest price or highest proceeds vendor was not selected for RFQ or RFB, or
5. failure by the County or its agents to adhere to the County's policies and procedures or other legal requirements

Appeals shall be submitted in writing and should specify the factual error or policy, procedure or other legal requirement which has been violated. Vendor appeals are to be submitted to the Internal Auditor within 3 business days from the receipt of the rejection letter. Appeals not containing the necessary information or not filed on a timely basis shall be rejected by the Internal Auditor.

If the Internal Auditor determines that an appeal is valid, an appeals hearing shall be convened. A decision on all appeals will be rendered within 5 working days of the date upon which the request for appeal was received. All decisions of the Appeals Committee shall be final. Appeals Committee consists of three people: The Chairman of both the Executive and Administration Committees and the Internal Auditor.

**Submit To:**

Brown County Internal Auditor  
305 E. Walnut St. Rm 102  
PO Box 23600  
Green Bay, WI 54305-3600



3. **Additional Insured**

The Outside Contractor agrees that all liability policies other than professional liability shall name Brown County as additional insured with respects to: liability arising out of activities performed by or on behalf of the vendor/contractor; products and completed operations of vendor/contractor; premises owned, occupied or used by vendor; or automobiles owned, leased, hired or borrowed by vendor. The coverage shall contain no special limitations on the scope of protection to the County.

4. **Adjustment to Insurance Coverage**

The limits of liability as set forth herein shall be periodically reviewed and adjustments made so as to provide insurance coverage in keeping with increases in the Consumer Price Index and what is deemed to be prudent and reasonable by the County or its representatives. In the event that the County determines that the limits need to be adjusted at some time after the initial term of the contract, the County shall give notice to the contractor in writing of the new limits and the Contractor shall make such adjustments to its insurance coverage within 60 day of such notice.

5. **Subcontractor**

Subcontractors of the Outside Contractor shall also be in compliance with these requirements, including but not limited to, the submittal of a Certificate of Insurance that meet the same requirement outlined for the Outside Contractor.

6. **Waiver of Subrogation**

Insurers shall waive all subrogation rights against Brown County on all policies required under this requirement.

7. **Certificate of Insurance**

The Certificate of Insurance must include:

1. **Additional Insured:** Named as Brown County
2. **Cancellation:** Shall include a provision prohibiting cancellation of said policies except upon 30 days prior written notice to the County to include non-renewal, or material change in coverage.
3. **Project Information:** Shall include reference to the contract name and / or RFB number in the description section of the certificate.
4. **Receipt of Certificate:** A valid Certificate shall be issued to "Brown County" prior to commencement of work and meeting the requirements listed to avoid any interruption of normal business services and transactions.
5. **Signature(s):** Shall be issued by companies licensed to do business in the State of Wisconsin or signed by an agent of the State of Wisconsin. Certificates must also bear the signature of the insurer's authorized representative.

The certificate of insurance will be delivered to Brown County prior to the execution of the contract, to the below listed department and address.

Brown County Department of Administration  
305 E Walnut Street  
PO Box 23600  
Green Bay, WI 54305-3600

8. **Questions**

If any of the insurance requirements cannot be met, please contact the Brown County Risk Manager at (920) 448-6298 to explain what coverage's you are unable to obtain on your policy. Please provide information on what contracts you are bidding on or currently hired to work on.

**ATTACHMENT I: PROFESSIONAL CONTRACT FOR SERVICE TEMPLATE**

(This document is provided as a template to potential vendors as a requirement that this document is to be used to contract with the awarded vendor. There is no need to sign or mail it back at this time.)



**BROWN COUNTY PROFESSIONAL  
STANDARD CONTRACT**

Scope of Services is attached to this contract.

<b>Project #:</b>	2277
<b>Service Description:</b>	Harbor Design and Park Planning for Cecil Depeau Bay Shore Park
<b>Time of Performance:</b>	Completion by Date:
<b>Total Amount of Contract:</b>	Maximum Compensation not to Exceed: \$00

Please mail all invoices to the below address and reference Project number and/or Purchase Order number:

Performance, schedules and invoices will be approved by the following Brown County Contact:		Matt Kriese
<b>Brown County Department:</b>	Parks	
<b>Address:</b>	2024 Lakeview Drive	
<b>City, State Zip:</b>	Suamico, WI 54173	
<b>Phone:</b>	(920) 448-4464	
<b>Email:</b>	<a href="mailto:kriese_mm@co.brown.wi.us">kriese_mm@co.brown.wi.us</a>	

This Brown County Professional Services Standard Contract ("Contract") is made and entered into on this [ ] day of [ ] 20[ ] by and between [ ] ( the "CONTRACTOR"), and Brown County, a body corporate organized under the Laws of Wisconsin ( the "COUNTY") (Collectively referred to as the "parties" or in the singular as the "party").

**WITNESSETH:**

WHEREAS, the COUNTY, a governmental entity organized and existing as a body corporate pursuant to Wis. Stat. § 59.01, is in the business of providing certain governmental services to the COUNTY and its citizens;

WHEREAS, the CONTRACTOR, is in the business of providing said services and has made express and implied representations to the COUNTY of being capable, experienced and qualified to undertake and personally perform those services as are required in fulfilling all obligations under the terms and conditions of this Contract; and

WHEREAS, relying upon the CONTRACTOR'S above-referenced express and implied representations, the COUNTY now desires to engage and the CONTRACTOR now desires to be engaged as an independent contractor and not as an employee of the COUNTY to perform said services, all in accordance with the terms and conditions of this Contract.

Work shall commence in accordance with the terms and conditions of this Contract after the CONTRACTOR has executed the Contract, and either: (a) has been notified in writing to commence the Performance of Services; or (b) has received from the COUNTY an original of the Contract that is complete and fully executed.

NOW THEREFORE, in consideration of the mutual promises contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the COUNTY and the CONTRACTOR agree as follows:

1. **REQUIREMENTS:** The CONTRACTOR hereby agrees to be retained by the COUNTY and the COUNTY hereby agrees to retain the CONTRACTOR to perform the services in accordance with the terms and conditions of this Contract, which includes, but is not limited to:
  - A. that the CONTRACTOR is required to do, perform, and carry out in a satisfactory, timely, and proper manner the services delineated in this Contract;
  - B. that the CONTRACTOR is required to comply with requirements listed with respect to reporting on progress of the services, additional approvals required, and other matters relating to the performance of the services under this Contract; and
  - C. that the CONTRACTOR is required to comply with time schedules and payment terms.
2. **SCOPE OF SERVICES:** The CONTRACTOR and its subcontractors, to the same extent as the CONTRACTOR, agree to fulfill its obligations described in the Project Detail Scope of Work, Specifications / Drawings (hereinafter referred to as the "Project"), as well as the addenda attached thereto, copies of both which are attached hereto and incorporated herein by reference.

The total amount of the Contract includes all services, deliverables, and reimbursable expenses as included in attachments. Additional reimbursable fees will not be accepted.

3. **SPECIFIC CONDITIONS OF PAYMENT:** Payment to be due and owed following completion and acceptance of the Project by the COUNTY. Payment will be made within thirty (30) days after receipt of a properly documented invoice, the manner of which is more fully set forth below under "Payment Schedule", but only if completion is deemed satisfactory by the COUNTY.

<b>Payment Terms:</b>	Net 30
<b>Check Payable To:</b>	
<b>Invoice Mailing Address:</b>	
<b>City, State Zip</b>	
<b>Invoice Email Address:</b>	
<b>Invoice Phone Number:</b>	
<b>Federal Tax ID#:</b>	

4. **REPORTS:**

- A. The CONTRACTOR agrees to timely submission of reports as may be required by the COUNTY in its sole discretion.
- B. All reports, studies, analyses, memoranda and related data and material developed during the performance of this Contract shall be submitted to and be the exclusive property of the COUNTY and the COUNTY shall have the right to use them for any purpose without any further compensation to the CONTRACTOR. All of the documents and materials prepared or assembled by the CONTRACTOR under this Contract will not be made available to any individual, agency, public body or organization other than the COUNTY unless legally required otherwise, at which point the CONTRACTOR is obligated to notify the COUNTY of the same in advance thereof.
- C. The documents and materials prepared in whole or in part under this Contract shall not be made the subject of any report, book, writing or oral dissertation by the CONTRACTOR. If this Contract is terminated, all finished or unfinished

documents or materials prepared under this Contract shall be immediately transmitted to the COUNTY upon termination.

5. **TIME OF PERFORMANCE:** The services to be performed under this Contract are to be undertaken and completed in such sequence as to assure expeditious completion in light of the purpose of this Contract, but in any event all of the services required hereunder shall be completed in a timely fashion and as indicated on the top of Page 1 of this Contract under "Time of Performance," which is the termination date of this Contract. In addition to all other remedies available to the COUNTY, should the Contract not be completed by the date specified herein, the CONTRACTOR shall continue to be obligated thereafter to fulfill CONTRACTOR'S responsibility to complete the services and to execute any amendments to this Contract as deemed necessary by the COUNTY.
6. **CONDITIONS OF PERFORMANCE AND COMPENSATION:**
  - A. **Performance** - The CONTRACTOR agrees that its work shall conform to such recognized high professional standards as are prevalent in this field of endeavor and like services.
  - B. **Place of Performance** - The COUNTY shall determine the place or places where services shall be provided by the CONTRACTOR.
  - C. **Compensation** - The COUNTY agrees to pay, subject to the contingencies herein, and the CONTRACTOR agrees to accept for the satisfactory performance of the services under this Contract, the maximum as indicated on the top of Page 1 of this Contract under "Total Amount of Contract," inclusive of all expenses. In no event will the total compensation exceed the maximum amount indicated on the top of Page 1 of this Contract. Compensation for services provided under this Contract is contingent upon the approval process set forth in Section 3 "Specific Conditions of Payment" of this Contract under "Specific Conditions of Payment." Section 66.0135, Wis. Stats., will apply to any late payments by the COUNTY, except as provided for by Section 21 "Force Majeure" of this Contract.
  - D. **Taxes, Social Security and Government Reporting** - Personal income tax payments, social security contributions and all other governmental reporting, taxes and contributions as a consequence of the CONTRACTOR receiving payment under this Contract shall be the sole responsibility of the CONTRACTOR.
  - E. **Subcontracting** - The CONTRACTOR shall not subcontract for the performance of any of the services set forth herein without prior written approval obtained from the COUNTY. If any work or service is subcontracted, it shall be specified by written contract or agreement and shall be subject to, and controlled by, each provision of this Contract. The CONTRACTOR shall be as fully responsible to the COUNTY for the acts and omissions of its subcontractors and/or persons either directly or indirectly employed by it, as he is for the acts and omissions of persons directly employed by CONTRACTOR.
7. **INDEMNIFICATION AND DEFENSE OF SUITS:** The CONTRACTOR agrees to release, indemnify, defend, and hold harmless the COUNTY, its officials, officers, employees, agents and assigns from and against all judgments, damages, penalties, losses, costs, claims, expenses, suits, demands, debts, actions and/or causes of action of any type or nature whatsoever, including actual and reasonable attorney fees, which may be sustained or to which they may be exposed, directly or indirectly, by reason of personal injury, death, property damage, or other liability, alleged or proven, resulting from or arising out of the performance under this agreement by CONTRACTOR, its officers, officials, employees, agents or assigns. The COUNTY does not waive, and specifically reserves, its right to assert any and all affirmative defenses and limitations of liability as specifically set forth in Wisconsin Statutes, Chapter 893 and related statutes.
8. **REGULATIONS:** CONTRACTOR agrees to comply with all of the requirements of all federal, state and local laws related thereto.
9. **SAFETY REQUIREMENTS:** All material, equipment and supplies used or provided to the COUNTY must comply with all safety requirements as set forth by the federal, state and local laws, including but not limited to, the Wisconsin Administration Code, Rules of the Industrial Commission on Safety and all applicable OSHA standards.
10. **VENUE AND APPLICABLE LAW:** Any lawsuits related to or arising out of disputes under this Contract shall be commenced and tried in the Circuit Court of Brown County, Wisconsin and the COUNTY and CONTRACTOR shall submit to the jurisdiction of the Circuit Court for such lawsuits. In all respects, this Contract and any disputes arising under it shall be governed by the laws of the State of Wisconsin.

- 11. TERMINATION OF CONTRACT FOR CAUSE:** If through any cause, the CONTRACTOR shall fail to fulfill in a timely and proper manner its obligations under this Contract, or if the CONTRACTOR violates the covenants, agreements or stipulations of this Contract, the COUNTY shall have the right to terminate this Contract by giving written notice, as provided for in Section 23 "Notices" of this Contract, to the CONTRACTOR of such termination. The written notice shall be provided to the CONTRACTOR at least five (5) days before the effective date of such termination. The COUNTY, in its sole discretion, may allow the CONTRACTOR a reasonable amount of time to cure a breach of the terms of this Contract, if the COUNTY determines that the breach is amenable to a cure. The COUNTY shall not unreasonably withhold such permission. The COUNTY'S decision to allow the CONTRACTOR a reasonable amount of time to cure said breach in one instance does not constitute a waiver of a subsequent breach of the same or any other term of this Contract, nor shall it be deemed to waive the need for further consent or approval from the COUNTY to cure any subsequent breaches, regardless of their nature.

This contract may be terminated by either party for no reason by giving twenty (20) days written notice to the other party of said termination.

In the event that this Contract is terminated for any reason by either party, all finished and unfinished documents, data, studies, surveys, drawings, maps, models, photographs, reports or other materials related to the services prepared by the CONTRACTOR under this Contract shall, at the option of the COUNTY, become the property of the COUNTY.

Notwithstanding the above, the CONTRACTOR shall not be relieved of liability to the COUNTY for damages sustained by the COUNTY by virtue of any breach of this Contract by the CONTRACTOR, and the COUNTY may withhold any payments due the CONTRACTOR for the purpose of set off until such time as the exact amount of damages due to the COUNTY from the CONTRACTOR shall be determined and recovered.

- 12. CHANGES:** All changes that are mutually agreed upon by and between the COUNTY and the CONTRACTOR, including any increase or decrease in the amount of the CONTRACTOR'S compensation, shall be in writing and designated as written amendments to be attached to this Contract.
- 13. WAIVER:** No provision of this Contract may be waived, unless the waiver is made in writing and is signed by a duly authorized representative of each party. One or more waivers by any party of any term of this Contract will not be construed as a waiver of a subsequent breach of the same or any other term hereof. The consent or approval given by any party with respect to any act by the other party requiring such consent or approval shall not be deemed to waive the need for further consent or approval of any subsequent act by such party.

**14. PERSONNEL:**

- A. The CONTRACTOR represents that it has or will secure, at its own expense, all personnel required in performing the services under this Contract. Such personnel shall under no circumstances be deemed employees of or have any contractual relationship with the COUNTY.
- B. All of the services required hereunder will be performed by the CONTRACTOR or under its supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state and local law to perform such services.

- 15. ASSIGNMENT:** The CONTRACTOR shall not assign or transfer this Contract and shall not transfer any interest in it without the prior written consent of the COUNTY. Claims for money due or to become due to the CONTRACTOR from the COUNTY under this Contract may be assigned to a bank, trust company or other financial institution without COUNTY approval; however, notices of any such assignment or transfer shall be furnished promptly to the COUNTY.

- A. **Records:** Establishment and Maintenance of Records - Records shall be maintained by the CONTRACTOR with respect to all matters covered by this Contract. The records shall be maintained for a period of three (3) years after receipt of final payment under this Contract, except as otherwise authorized or required by law. CONTRACTOR will notify COUNTY prior to destroying document(s) and offer the right of refusal.
- B. **Documentation of Cost** - All costs of the CONTRACTOR shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers, or other official documentation evidencing in proper detail the nature and propriety of other accounting documents pertaining in whole or in part to this Contract, shall be clearly identified, readily accessible and shall be retained in accordance with the laws of the State of Wisconsin.

**16. AUDITS AND INSPECTIONS:** In the event that the COUNTY deems it necessary to conduct an audit or inspection, the CONTRACTOR shall, during normal business hours, furnish or make available at a time designated by the COUNTY and in the form required by the COUNTY, information, records and reports regarding powers, duties, activities, organization, property, financial transactions, method of operation, or any and all other records, reports or information in the CONTRACTOR'S custody or control as deemed pertinent by the COUNTY to this Contract.

The CONTRACTOR shall provide to the COUNTY'S inspectors or auditors access to all property, equipment and facilities in the CONTRACTOR'S custody or control as the inspectors or auditors deem related to the services provided or purchased under this Contract. The CONTRACTOR shall be expected to provide, at the CONTRACTOR'S expense, reasonable time by the CONTRACTOR'S personnel as may be required for the COUNTY'S inspectors or auditors to perform the inspection or audit.

Any information provided to the COUNTY'S inspectors or auditors which is deemed confidential by federal, state or local laws shall be held as confidential and not disclosed to the public unless legally required otherwise.

**17. NON-DISCLOSURE:** For the purposes of this Contract, the parties agree to the following definitions.

**Disclosure** - The term "Disclosure" shall refer to the party or parties in a position to disclose to the other certain Sensitive and/or Confidential Information which is or must remain the property of the disclosing party.

**Recipient** - The term "Recipient" shall refer to the party or parties in a position to receive certain Sensitive and/or Confidential Information from the disclosing party that is not to be disclosed or used in violation hereof.

**Sensitive and/or Confidential Information** - The term "Confidential Information" as used herein means: (1) any Trade Secret or Discloser as defined in the Uniform Trade Secrets Act, Sec. 134.90, Wis. Stats. or any other applicable state or federal trade secrets law; and (2) any non-public information, documentation, and/or devices disclosed or made available by Discloser to Recipient in any form including, but not limited to, all data or know-how either created by Discloser or for Discloser, any information conveyed to Discloser by a third party to which Discloser is bound by a confidentiality agreement not to disclose, the whole or any portion of any technical, scientific, laboratory, experimental or research data, research and development information, information concerning equipment, designs, processes, procedures, formulae, recipes, improvements, customer lists, records, or engineering drawings, documentation and information about products, sales information, formulae, recipes, manufacturing techniques, processes, design of software or hardware, applications or systems, used or developed by Discloser, source codes, other information relating to computer programming, and any information used for the conduct of Discloser's business including, but not limited to, plans, programs, marketing, advertising, sales strategies, policies, costs, pricing, and other financial information.

Sensitive and/or Confidential Information shall also include but shall not be limited to:

- Confidential Information (business or personal) including copyrighted, trademarked or patented information;
- Electronic protected health information (ePHI) protected by Federal HIPAA legislation;
- Intellectual Property (IP);
- Credit card data regulated by the Payment Card Industry (PCI);
- Personal Identity Information (PII);
- Information relating to an ongoing criminal investigation;
- Court-ordered settlement agreements requiring non-disclosure;
- Information specifically identified by this Contract as restricted;
- Other information for which the degree of adverse effect that may result from unauthorized access or disclosure is high; whether in writing or not, which the Discloser discloses to Recipient, including, but not limited to, any information relating to the policies, procedures and administration of the Discloser, its affiliates' or customers' ongoing operations, and personnel. It is the intention of the parties in defining Sensitive and/or Confidential Information that any and all information which in any way relates to Discloser's operations, no matter what the nature thereof, which was disclosed by Discloser or which is developed by either party as part of their services in carrying out the Contract performance reference herein shall be and remain confidential pursuant to this Contract. This includes but is not limited to:
  - Applications for services
  - Account numbers or balances
  - Payment histories
  - Identity of customers



- Social Security numbers
- Credit reports or histories
- Any other financial information regarding Brown County or its customers
- The terms of this Contract
- HIPAA-related information

Sensitive and/or Confidential Information for purposes of this Contract does not include information that:

- Can be demonstrated to have been published or was otherwise in the public domain before disclosure by Discloser to Recipient;
- Can be demonstrated that, after its disclosure by Discloser to Recipient, is published, or otherwise comes into the public domain through no act or omission by Recipient, by a third party who has a legal right to do so;
- Recipient receives or has received from a third party who as a legal right to disclose it;
- Recipient has in written or physical embodiment form prior to disclosure by Discloser;
- Is independently developed by Recipient without reference to or reliance on Discloser's Sensitive and/or Confidential Information as evidenced by credible written evidence; and
- Becomes subject to the open records mandates of both federal and state law, including but not limited to, Wis. Stats. §§ 19.31 – 19.37.

**A. Acknowledgment of Confidential Relationship** - The COUNTY is required to ensure the confidentiality of any Sensitive and/or Confidential Information that the CONTRACTOR may have access to or become privy to under the state and federal laws including, but not limited to, HIPAA and the Wisconsin Privacy of Consumer Financial and Health Information, Wis. Administrative Code Ch. INS 25. The CONTRACTOR hereby acknowledges and agrees that any Sensitive and/or Confidential Information disclosed to it by the COUNTY is for the limited purpose of providing services and the CONTRACTOR will maintain the Confidential Information in confidence, and a confidential relationship will arise between the CONTRACTOR and the COUNTY by reason of such submission and/or disclosure. The CONTRACTOR further acknowledges and agrees that the Sensitive and/or Confidential Information of the COUNTY is proprietary to the COUNTY and that any unauthorized disclosure or unauthorized use as more fully set forth herein will cause harm and/or loss to the COUNTY.

**B. Use and Disclosure of Sensitive and/or Confidential Information** - The CONTRACTOR agrees neither to copy, sell, transfer, publish, disclose, display or otherwise use for its own benefit, nor to disclose to third parties, any Sensitive and/or Confidential Information whether from observation, from any materials submitted or from disclosures by the COUNTY hereunder. The CONTRACTOR further agrees neither to make nor retain any copies of nor directly or indirectly use any process or other proprietary information disclosed to it or any process deceptively similar thereto without the COUNTY'S prior written approval, which the COUNTY may withhold in its sole discretion. In no event shall either party use Sensitive and/or Confidential Information in a way, which violates local, state or federal laws. The duty to protect Sensitive and/or Confidential Information shall survive the termination of this Contract and shall be subject to the open records provisions of both state and federal law.

The CONTRACTOR shall instruct its employees, agents and contractors of their obligations under this Contract and instruct them to use the same care and discretion with respect to the Sensitive and/or Confidential Information as the CONTRACTOR is obligated to use and to not circumvent any security procedures or devices with respect to Sensitive and/or Confidential Information.

**C. Title remains with the COUNTY** - All innovations, inventions, devices, processes and/or formulas developed by the CONTRACTOR for the COUNTY shall be deemed to be the sole property of the COUNTY. The CONTRACTOR agrees to disclose in writing to the COUNTY any and all formulas, ingredient specifications and descriptions, processing methods, items, ideas or concepts which are directly related to work performed by the CONTRACTOR on behalf of the COUNTY which constitute innovations or inventions developed by the CONTRACTOR either solely or jointly in connection with work performed by the CONTRACTOR at the request of or under any assignment by the COUNTY. The CONTRACTOR also agrees to assign to the COUNTY any and all interest it may have in such inventions or innovations.

**D. Indemnification by the CONTRACTOR** - The CONTRACTOR agrees to take precautions to avoid wrongful disclosures or use of Confidential Information and will defend, hold harmless and indemnify the COUNTY, its officers, employees, agents and assigns from all losses, liabilities, expenses, claims, actions, damages, suits, fines and costs including reasonable attorney's fees or liability arising from or in connection with such unauthorized use or disclosure. In addition, the CONTRACTOR acknowledges that in the event of a breach or threatened breach of this Contract, irreparable damage will immediately occur to the COUNTY and CONTRACTOR will defend and indemnify the COUNTY,

its officers, employees, agents and assigns from all losses, liabilities, claims, actions, damages, suits, fines, costs and expenses, including reasonable attorney's fees, incurred by the COUNTY as a result thereof.

- E. **Duty of Inquire** - If either party has a question concerning whether information qualifies as Sensitive and/or Confidential Information under this Contract, each shall have a duty to inquire whether the information is deemed sensitive and/or confidential before taking any action contrary to this Contract.

For COUNTY inquire to:

<b>County Department:</b>	Corporation Counsel
<b>Contact Name:</b>	David Hemery
<b>Mailing Address:</b>	305 E Walnut Street
<b>City, State Zip:</b>	Green Bay, WI 54301
<b>Email:</b>	david.hemery@co.brown.wi.us
<b>Phone:</b>	(920) 448-4006

For CONTRACTOR inquire to:

<b>Contractor:</b>	
<b>Contact Name:</b>	
<b>Mailing Address:</b>	
<b>City, State Zip:</b>	
<b>Email:</b>	
<b>Phone:</b>	

- F. **Duty to Safeguard** - Each party shall take all reasonable steps to safeguard any and all Sensitive and/or Confidential Information in their possession. Each party shall ensure, to the extent possible, that access to Sensitive and/or Confidential Information is restricted only to properly authorized employees, agents, officers and/or subcontractors and shall take measures to protect the security of any documentation or computer containing Sensitive and/or Confidential Information.

#### 18. CONFLICT OF INTEREST:

- A. **Interest in Contract** - No officer, employee or agent of the COUNTY who exercises any functions or responsibilities in connection with the carrying out of any services or requirements to which this Contract pertains, shall have any personal interest, direct or indirect in this Contract.
- B. **Interest of Other Local Public Officials** - No member of the governing body of the COUNTY, who exercises any functions of responsibilities in the review or approval of the carrying out of this Contract, shall have any personal interest, direct or indirect, in this Contract.
- C. **Interest of Contractor and Employees** - If the CONTRACTOR is aware or becomes aware that any person described in Section A. or B. of this Contract has any personal financial interest, direct or indirect, in this Contract, the CONTRACTOR shall immediately disclose such knowledge to the COUNTY. The CONTRACTOR further covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The CONTRACTOR further covenants that in the performance of this Contract no person having any conflicting interest shall be employed or subcontracted.

#### 19. DISCRIMINATION PROHIBITED:

- A. The CONTRACTOR shall not discriminate against any individual on the basis of age, race, creed, color, disability, marital status, sex, national origin, ancestry, membership in the National Guard, state defense force or any reserve

component of the military forces of the United States or this state. The CONTRACTOR may refuse to employ individuals based on conviction and arrest records only as allowed by Sec. 111.335, Wis. Stats.

- B. The CONTRACTOR will cause the foregoing provisions to be inserted into all subcontracts, if any, for any work covered by this Contract so that such provision will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

## **20. INSURANCE:**

- A. The CONTRACTOR shall be solely responsible to meet the CONTRACTOR'S insurance needs as required by the COUNTY during the terms of this Contract or any extension thereof.
- B. The Certificate(s) of Insurance along with an endorsement shall be issued by a company or companies authorized to do business in the State of Wisconsin and shall be satisfactory to the COUNTY. Such insurance should be primary. The CONTRACTOR shall furnish the COUNTY with a certificate of insurance and upon request, certified copies of the required insurance policies. The certificate(s) shall reference the Contract and have an endorsement attached naming the COUNTY, its boards, commissions, agencies, officers, employees and representatives as additional insureds and provide for thirty (30) days advance notice, as provided for in Section 23 "Notices" of this Contract, of any change, cancellation or non-renewal during the term of this Contract.
- C. The CONTRACTOR shall require all subcontractors to be bound by the same insurance requirements as CONTRACTOR and shall not allow subcontractors, if any, to commence work until the aforementioned documents, where applicable, have been obtained from the subcontractor(s) and approved by the COUNTY.
- D. No payments or disbursements under this Contract shall be made if such proof has not been furnished to the COUNTY. Failure to submit an insurance certificate, as required, can make this Contract void at the COUNTY'S discretion.

## **21. FORCE MAJEURE:**

- A. If the performance of any part of this Contract is delayed or rendered impossible by reason of natural disaster, flood, fire, riot, explosion, war or actions or decrees of governmental bodies, notice shall be given as soon as practicable to the other party indicating the nature of such conditions and the extent of delay and shall do everything possible to resume performance. If the period of nonperformance exceeds twenty-one (21) days from the receipt of said notice of the Force Majeure Event, this Contract may be terminated by giving written notice.
- B. If the ability of the COUNTY to compensate the CONTRACTOR is delayed by reason of natural disaster, flood, fire, riot, explosion, war or actions or decrees of governmental bodies, the COUNTY shall immediately give notice, as provided for in Section 23 "Notices" of this Contract, to the CONTRACTOR of the nature of such conditions and the expected date that compensation will be made. Section 66.0135, Wis. Stats., shall not apply to any late payment by the COUNTY due to circumstances under this Subsection B.

## **22. OTHER PROVISIONS:**

- A. **Publicity Releases** - The CONTRACTOR agrees not to refer to award of this Contract in commercial advertising in such a manner that states or implies that the products or services provided are endorsed or preferred by the COUNTY.
- B. **Appropriation of Funds** - This Contract is contingent upon annual authorization of funding by the COUNTY governing body. In the event funding is not approved or is terminated, the COUNTY may terminate this Contract by providing forty-five (45) days written notice to the CONTRACTOR.
- C. **Independent Contractor Status** - This Contract does not in any way create the relationship of joint venture, partnership, principal, third party beneficiary, agent or employer/employee between the CONTRACTOR and the COUNTY, their agents, employees, subcontractors, officers and/or representatives. The CONTRACTOR, its employees, agents, subcontractors, and/or representatives shall not act or attempt to act, or represent itself, directly or by implication, as an agent for the COUNTY or in any manner assume any obligation on behalf of or in the name of the COUNTY.

- 23. NOTICES:** Any and all notices and demands shall be in writing delivered in person or by first class mail, registered or certified, postage paid, return receipt requested and addressed to the appropriate party as follows:

For COUNTY inquire to:

<b>County Department:</b>	Brown County Purchasing
<b>Mailing Address:</b>	305 E Walnut Street, 5 <sup>th</sup> Floor, PO Box 23600
<b>City, State Zip:</b>	Green Bay, WI 54305-3600
<b>Email:</b>	<a href="mailto:BC_Administration_Purchasing@co.brown.wi.us">BC_Administration_Purchasing@co.brown.wi.us</a>
<b>Phone:</b>	(920) 448-4040

For CONTRACTOR inquire to:

<b>Contractor:</b>	
<b>Mailing Address:</b>	
<b>City , State, Zip:</b>	
<b>Email:</b>	
<b>Phone:</b>	

All other correspondence shall be addressed as above, but may be sent by "Regular Mail" and deemed delivered upon receipt by the addressee. The above addresses may be changed at any time by the party giving notice in writing to the other party in the manner provided above.

- 24. AMENDMENTS:** This Contract is the entire agreement between the undersigned parties and shall only be modified, changed or amended in writing and signed by duly authorized representatives of each party, which amendment expressly states that it is the intention of the parties to amend this Contract.
- 25. SEVERABILITY:** The provisions of this Contract are severable and if any provision is found to be invalid, unenforceable, or void by a court of competent jurisdiction, the remainder of the Contract shall remain in full force and effect and shall not be affected, impaired or invalidated unless the effect of holding the provision invalid, unenforceable or void defeats the entire purpose of the Contract
- 26. CONSTRUCTION:** All parties have contributed to the drafting of this Contract. In the event of a controversy, dispute or contest over the meaning, interpretation, validity or enforcement of this document or any of its terms or conditions, there shall be no inferences, presumption or conclusion drawn whatsoever against any party by virtue of that party having drafted the document or any portion thereof.
- 27. SIGNATURE AUTHORITY:** The persons signing this Contract warrant that they have been authorized to enter into this Contract by and on behalf of their respective parties and that they have full and complete authority to bind their respective parties by executing this Contract.
- 28. "PIGGYBACK" CLAUSE:** Common purchasing practices in government include cooperative or "piggyback" purchasing among various units of government or municipalities. This contract will be extended, with the authorization of the vendor, to other units of government or municipalities at the same prices and/or discounts and terms and conditions. If another unit of government or municipality decides to use this contract, the vendor must deal directly with the respective unit of government or municipality concerning the placement of orders, issuance of the purchase orders, contractual disputes, invoicing and payment. Brown County acts only as the "Contracting Agent" for those public agencies.

**Attachment A: Scope of Services**

**Attachment B: Completed Cost Sheet**

**\*\*\*Continue To Next Page (Signature Page)**

**SIGNATURE PAGE**

**BROWN COUNTY PURCHASING**

Dale DeNamur, Senior Buyer

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**BROWN COUNTY PARK DEPARTMENT**

Matt Kriese, Assistant Director

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**BROWN COUNTY EXECUTIVE**

Troy Streckenbach, County Executive

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**CONTRACTOR**

*(To be signed by the person authorized to  
legally bind your firm to this contract)*

Vendor  
Name: \_\_\_\_\_

Address: \_\_\_\_\_  
City /  
State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Website: \_\_\_\_\_

Email: \_\_\_\_\_

Printed  
Name: \_\_\_\_\_

Signature: \_\_\_\_\_  
*(Required)*

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Distribution:**

Original – Purchasing

Copy – Contractor(s)

Copy – Responsible Department(s)

**PRELIMINARY  
REPORT**

**Brown County Parks Department:  
Bayshore Park Boat Launch**  
Feasibility Study



**BOLDT.**

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  - Existing Breakwater Drawing
- **Boat Launch Masterplan**
  - Approach
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  - Steps to Aquire a Lake Bed Permit
  - Application
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  - Boat Launch Masterplan Improvements
- **Project Pictures**



## Executive Summary

### Brown County Parks

#### Bayshore Park Boat Launch

A feasibility assessment of the Bayshore Park boat launch and break water was completed during the 4<sup>th</sup> quarter of 2011. As part of this assessment, the following features were addressed:

- Condition of existing breakwater
- Providing accessible walk-way
- Study of existing masterplan
- Lake Bed Grant Application

Professionals within the civil, structural, and architectural disciplines provided the assessment expertise for this project. Based on the inspections and observations, a variety of issues were discovered within these features. Some of these features carry some significant work with them, while others assume a moderate effort to bring a level of safety and comfort to the boat launch area.

Constructed in 1974, the Bayshore Park Boat Launch has provided water going enthusiasts an area to launch and store their boats. Over time, there have been several challenges that the launch area has endured. These challenges included rip-rap coming dislodged on the harbor side and blocking passage to boaters entering Green Bay and the walkway on the top of the break water becoming inconsistent and providing an uneven walkway for patrons to walk out onto.

Within each section of this report, expanded information on the four individual features are presented. A variety of issues and deficiencies were discovered during the assessment process and the report prioritizes the most critical items with recommended actions, an approximate budget and a suggested timeframe to address each issue.

In accordance with sound architectural/civil/nautical/structural design strategies this study and the recommendations included draw comparisons to other boat launch/marinas in the area and provides an economical solution to the challenges of the existing water features.

## APPENDIX 2



## Existing Breakwater

### Brown County Parks

#### Bayshore Park Boat Launch

Our review of the existing breakwater at Bayshore Park has yielded the following findings:

- Existing break water shows periodic stone movement
- Need for accessible walk way

#### Existing breakwater:

The existing breakwater has been in place for nearly 40 years with routine maintenance on the walkway, replacing of rip rap, and dredging of the harbor entrance as needed. The top elevation of the existing breakwater is approximately 853.5 (1985 IGLD) and project about 6 feet above the current lake elevation which is near the low water datum (LWD). The mean lake water elevation is about 1 foot above the current lake elevation. The top width of the breakwater is generally 10 feet with a bayside slope of 1:2 (vertical : horizontal) . The protected side slope is a bit steeper at 1:1.67. The original design documents call for a 6 foot layer of armor stone averaging 3 ton per stone varying from 1 to 6 tons. Rough estimates of the stone size appear to confirm this but the layer thickness probably closer to 5 foot thick.

There has been movement of some of the armor stones over its life which could be due to several factors. The average size of the armor stones is probably adequate but the size varies too much. Current design guidelines gives a much smaller range of stone weights with the smallest being 75% of the average and the largest being 125% of the average. The smaller armor stones currently in place could be dislodge with a large wave causing instability of the slope.

Also, current guidelines show the use of a "toe" on the unprotected side. This consists of extending the armor stone below the lake bed by about 6 to 10 feet such that if scour were to occur at the base of the breakwater, the slope would not become unstable. The existing drawings make no reference to a breakwater toe and its presence could not be verified.

#### Design Recommendations:

Based upon the study findings, additional rip rap should be added to increase the height of the breakwater by 3 feet and widen the breakwater to accommodate a handicap accessible walkway. The increase in height is recommended based on the size of wave and accompanying storm surge that may occur. For a 50 year event, the combined wave size, wave run up, and surge would overtop the existing breakwater by about 3 feet assuming that the lake was at its mean water elevation. Raising the breakwater by 3 feet would keep it from being overtopped with a 50 year storm.



## Existing Breakwater

### Brown County Parks

#### Bayshore Park Boat Launch

##### Need for Accessible Walkway:

The additional 3ft. height will provide a more structurally sound base and expanded width for an accessible walkway. This will allow all patrons to use the breakwater. With a proposed width of 8'-0", the accessible walkway will not require handrails.

It is recommended that the accessible walkway include a curb as a safety feature. Also recommended is a 3'-0" buffer between the accessible walkway and elevation changes on each side of the breakwater.

For additional detail, see Accessible Walkway sketch in this section.

##### General Comments:

In general, a warranty on construction lasts one (1) year from the point that a contractor turns a project to an owner. These are standard terms in construction. Other options may exist, however this would be accomplished through a maintenance agreement with a contractor.

The expected life of these modifications (repairs) is 40 years.

##### Permits and Fees:

Current Permits and Fees associated with the permitting process are as follows:

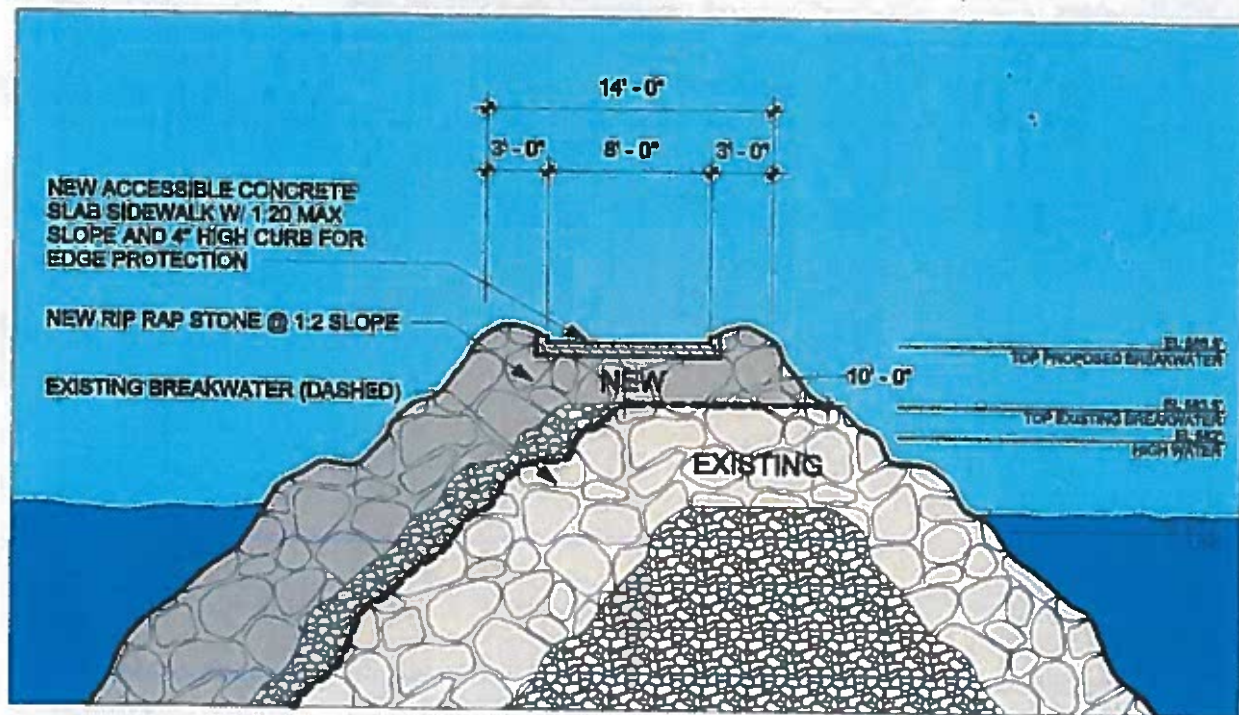
WDNR General Permit	-	\$500
Army Corp. General Permit	-	\$500
Public Notice	-	\$200
Total:		\$1,200

## Brown County Breakwater - Accessible Walkway

### Preliminary Code Analysis for Handicap Accessibility

The following design guidelines should be followed, in providing a handicap accessible walkway at the renovated breakwater. This is not an all inclusive list, rather some of the of the more significant design features to be considered.

- Minimum clear width, without handrails: 8'-0"
- Maximum slope of walkway: 1:20
- Maximum cross slope of surface: 1:48
- Edge protection: 4" curb / both sides, along perimeter of walkway
- Maximum change in surface: 1/4"
- Handrails on either side are not necessary if the above guidelines are met



CROSS SECTION DIAGRAM OF  
PROPOSED BREAKWATER

(Not to Scale)

# Bayshore Park

APPENDIX 2

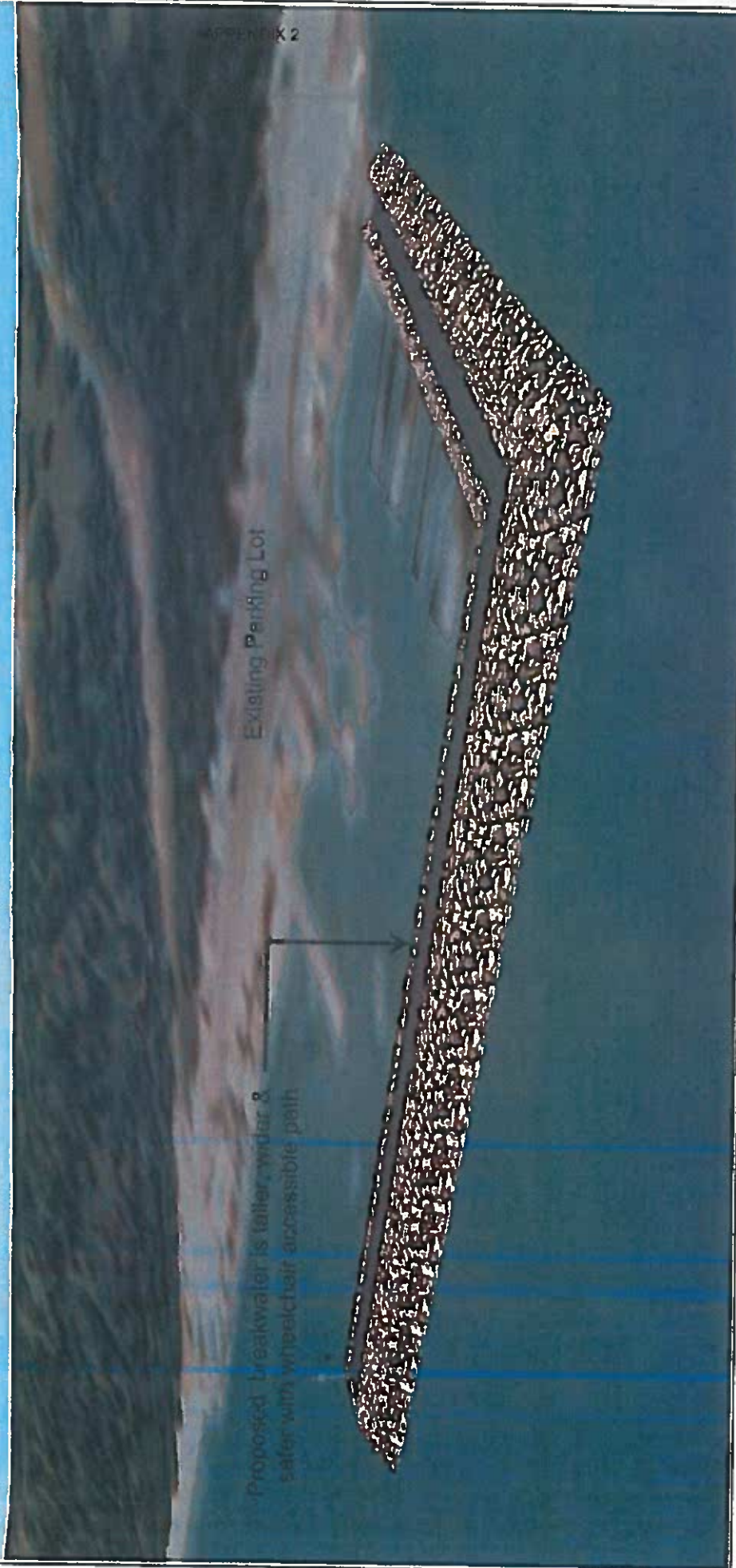
Existing Parking Lot

Existing breakwater

Figure 1  
Existing Breakwater



# Bayshore Park



APPENDIX 2

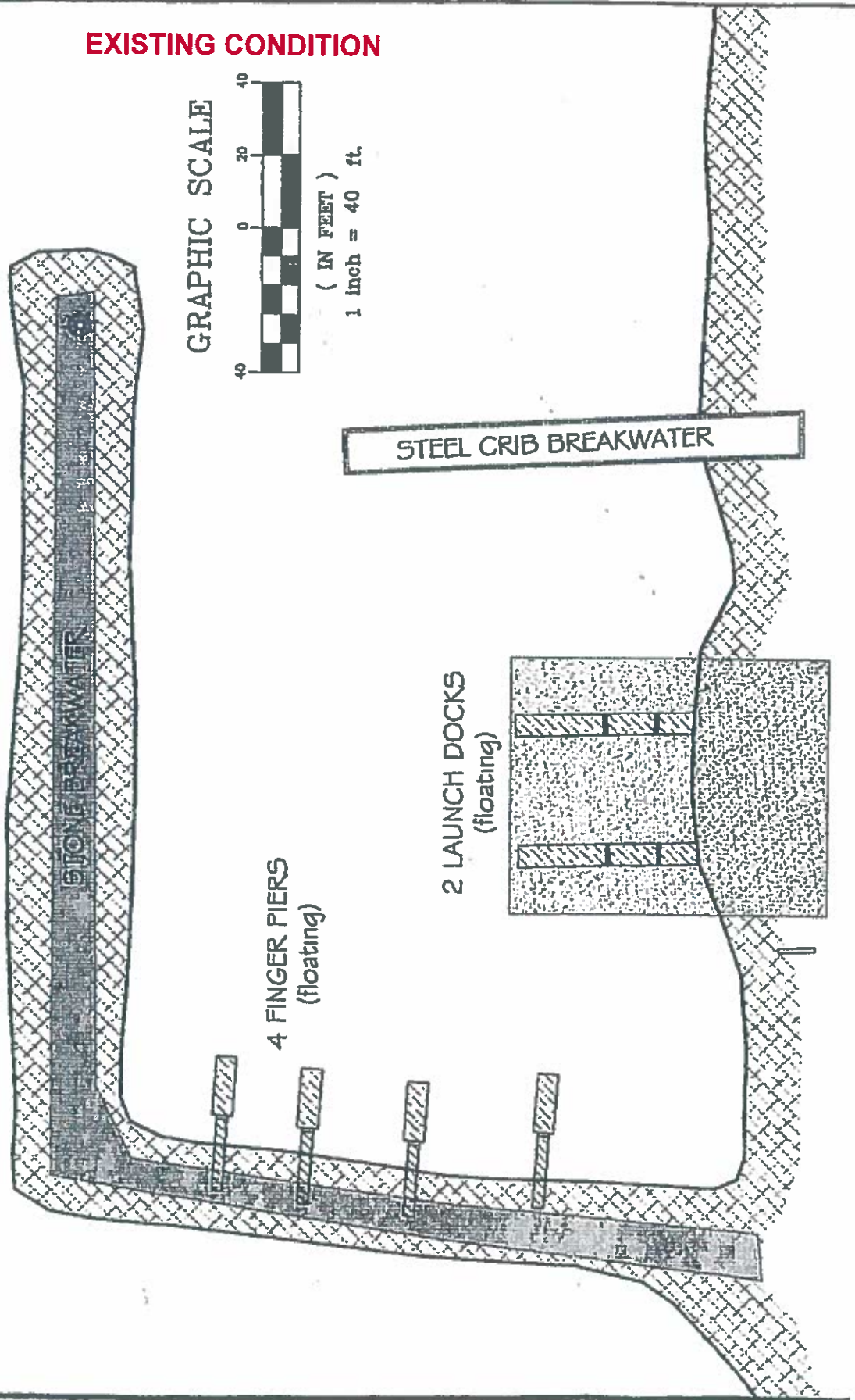
Proposed Breakwater is taller, wider & safer with wheelchair accessible path

Existing Parking Lot

Figure 2  
Proposed Breakwater

# Waters of Green Bay

## EXISTING CONDITION





# Boat Launch Masterplan

## Brown County Parks

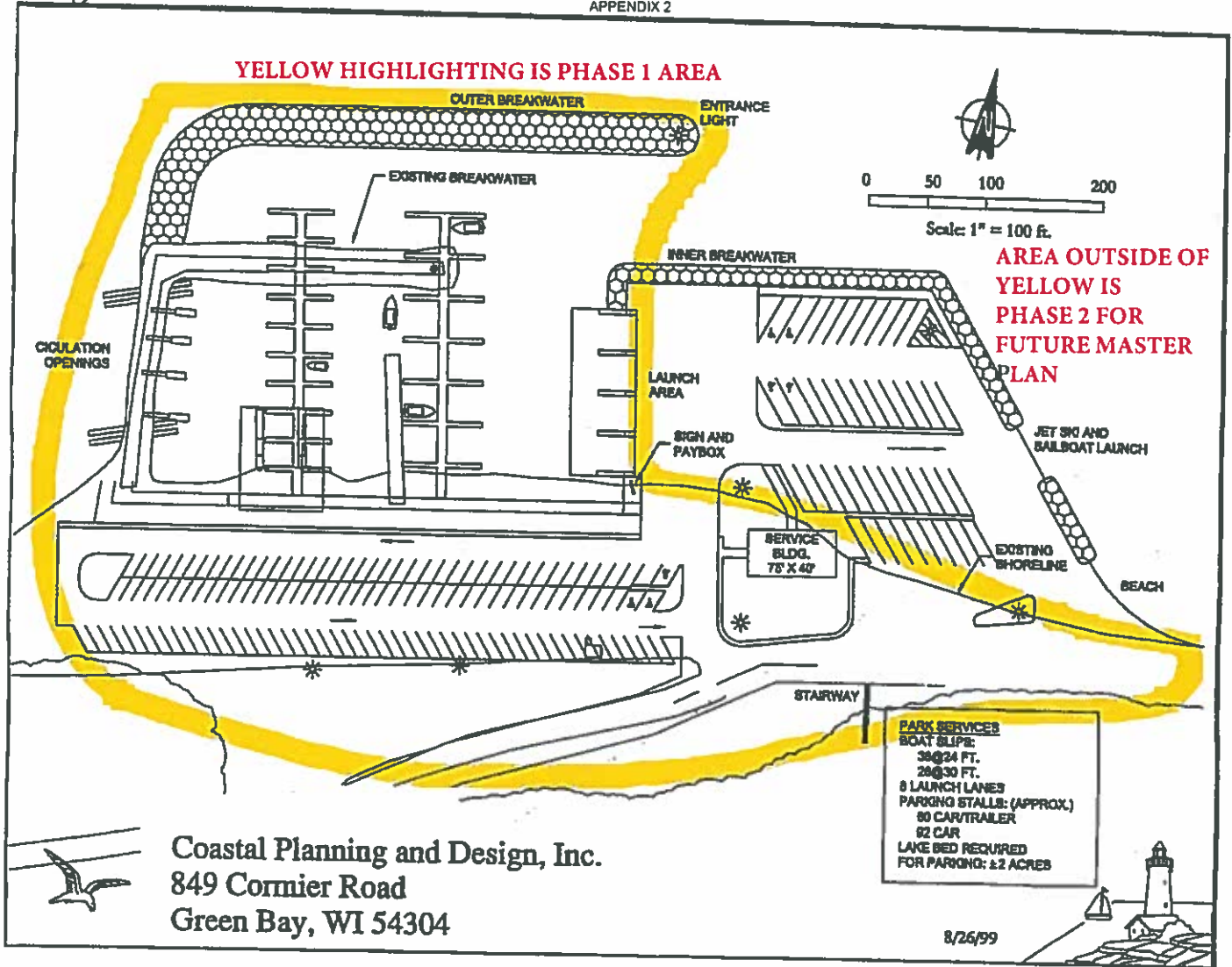
### Bayshore Park Boat Launch

Our review of the Bayshore Park Harbor Expansion has yielded the need for the following:

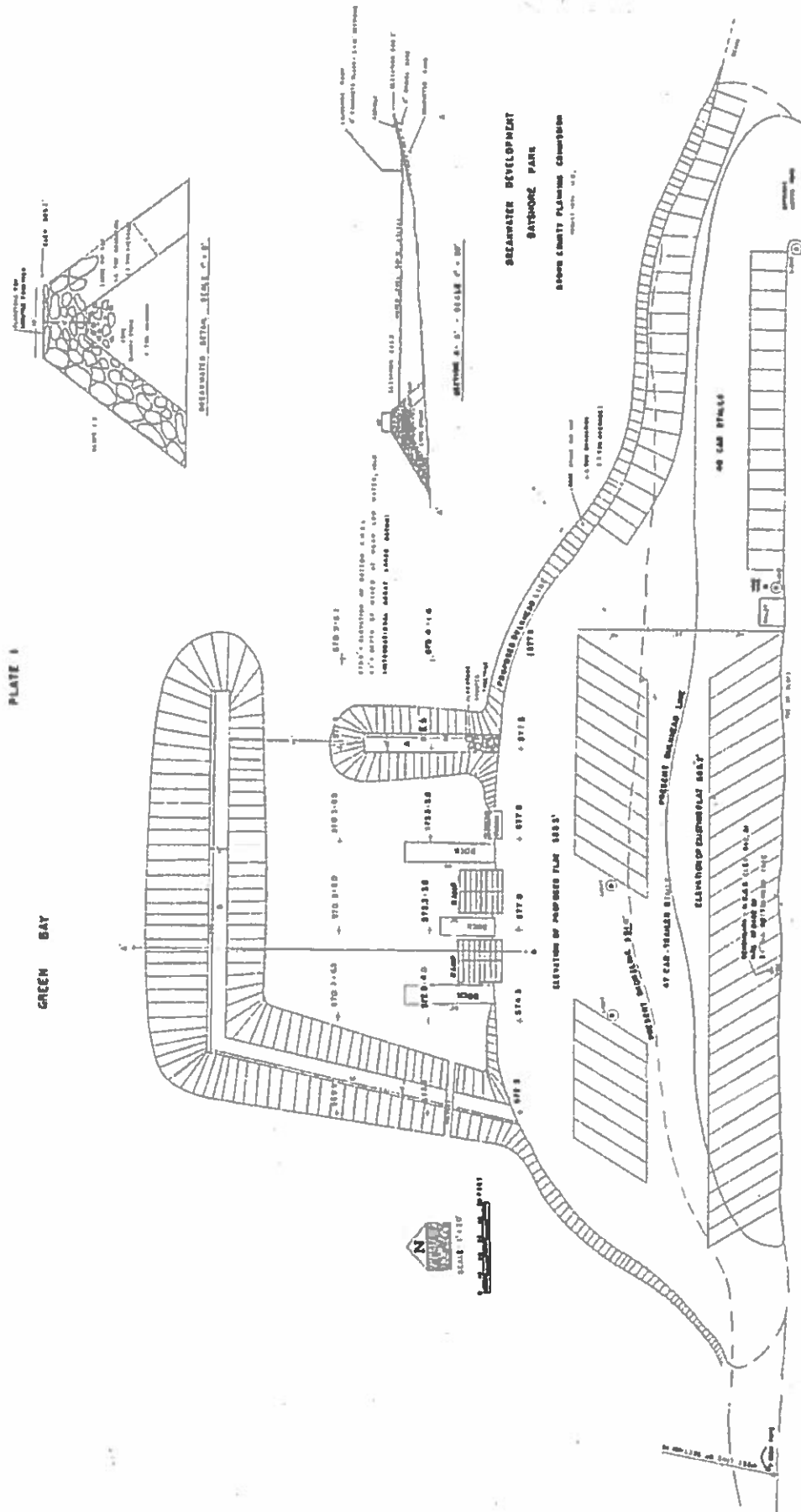
- Forty three (43) additional parking spaces for boats and trailers
- Thirty four (34) new state of the art boat slips
- Four (4) new boat ramps
- One (1) new jet ski/sailboat launch
- Expansion of breakwater
- Accessible walkway on new breakwater
- New facility building

The proposed harbor expansion at Bayshore Park will provide a significant upgrade to the features currently offered. These features will include a much larger breakwater, expanded boat launch capacity, boat slips to store boats for short periods of time, and increased parking capacity.

The new parking and launch area will require part of the shore line to be altered. Due to this significant effort, a Lake Bed Permit Application will be required (see Lakebed Permit Application for more detail). A copy of the proposed Harbor Expansion designed by Coastal Planning and Design, Inc. (2001) is attached in this section.







# Lake Bed Permit Application

## Brown County Parks

### Bayshore Park Boat Launch

As part of an overall review of the existing masterplan prepared by Coastal Planning and Design, Inc. (2001), we have identified the following steps to acquire a Lake Bed Permit Application:

- Determine availability of statutory exemption
- Design project to meet standards
- Fill out General Permit
- Prepare Permit for Army Corp. of Engineers
- Public Notice

#### Step 1 Availability of Statutory Exemption

After reviewing the recommendations in the Boat Launch Masterplan, this project will not meet the requirements of a statutory exemption. This means the project will require Brown County to fill out a General Permit for the work.

#### Step 2 Design Project

Project design will be required along with pictures of the area (to be submitted with the General Permit).

#### Step 3 General Permit

A General Permit will be required to gain approval for work at the Bayshore Park Boat Launch.

#### Step 4 Army Corp. Permit

A General Permit will be required from the Army Corp. of Engineers to gain approval for work at the Bayshore Park Boat Launch.

#### Step 5 Public Notice

A public notice of the project will need to be provided to the general public for review and comment. This notice is prepared by the Wisconsin Department of Natural Resources (as part of an approved General Permit). Brown County is responsible for placing in print media.

#### Fees:

Fees associated with the permitting process are as follows:

WDNR General Permit	-	\$500
Army Corp. General Permit	-	\$500
Public Notice	-	<u>\$200</u>
Total:		\$1,200

## Project Estimates

### Brown County Parks

#### Bayshore Park Boat Launch

Project estimates have been prepared for the modifications to the Bayshore Park Boat Launch based upon the following parameters:

- Existing breakwater feasibility study
- Bayshore Park Harbor Expansion (2001)

#### Existing Breakwater:

The existing breakwater has been in place for nearly 40 years with routine maintenance on the walkway, replacing of rip rap, and dredging of the harbor entrance as needed. Based upon the study findings, additional rip rap should be added to increase the height of the breakwater by 3 ft. and an accessible sidewalk on the top of the breakwater should be added. The value of this work has been estimated at \$475k.

#### Harbor Expansion Master Plan (2001):

The Harbor Expansion Master plan created by Coastal Planning and Design, Inc. in 2001, which includes additional parking, facilities building, expanded breakwater, thirty four (34) state of the art boat slips, four (4) new boat launches, one (1) jet ski/sailboat launch, and beach area. The value of this work is estimated at \$8.727M.

The estimate has been put together with assistance from professionals in the field. McMullen and Pitz worked with Boldt to confirm the numbers in the estimate. Additionally, the project was compared to other projects (the recent Egg Harbor Marina) in the area. This comparison has also confirmed that the estimate is in line with typical harbor construction.







## APPENDIX 2





## BUDGET ADJUSTMENT REQUEST

CategoryApproval Level

- ☐ 1 Reallocation from one account to another in the same level of appropriation Dept Head
- ☐ 2 Reallocation due to a technical correction that could include:  
 • Reallocation to another account strictly for tracking or accounting purposes  
 • Allocation of budgeted prior year grant not completed in the prior year Director of Admin
- ☐ 3 Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation County Exec
- ☐ 4 Any change in appropriation from an official action taken by the County Board (i.e., resolution, ordinance change, etc.) County Exec
- ☐ 5 a) Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts) Admin Committee
- ☐ 5 b) Reallocation of more than 10% of the funds originally appropriated between any of the levels of appropriation. Oversight Comm  
2/3 County Board
- ☐ 6 Reallocation between two or more departments, regardless of amount Oversight Comm  
2/3 County Board
- ☒ 7 Any increase in expenses with an offsetting increase in revenue Oversight Comm  
2/3 County Board
- ☐ 8 Any allocation from a department's fund balance Oversight Comm  
2/3 County Board
- ☐ 9 Any allocation from the County's General Fund (*requires separate Resolution*) Oversight Comm  
Admin Committee  
2/3 County Board

**Justification for Budget Change:****2018 Parks:**

This Budget Adjustment is in relation to revenues exceeding expectations within our camping account and savings realized in the regular earnings account due to difficulty hiring seasonal staff. These savings and revenues will be utilized within the Outlay account to cover additional expenses for the storage building at Barkhausen (\$40,000) and within the Parks Outlay account to purchase a replacement security squad car (\$12,000). The Barkhausen building bids were over budget in 2018 and this budget adjustment will provide necessary funding to complete the building in 2019 and the replacement squad is necessary as the existing is over 18 years old and has 200,000+ miles.

Budget Impact: \$52,000

<u>Increase</u>	<u>Decrease</u>	<u>Account #</u>	<u>Account Title</u>	<u>Amount</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.062.001.5100	Parks General Regular Earnings	\$40,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.062.091.001.6110.100	Barkhausen-Outlay Other	\$40,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.062.095.001.4600.762	Bay Shore-Charges & Fees Camping	\$12,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.062.001.6110.100	Parks General-Outlay Other	\$12,000
<input type="checkbox"/>	<input type="checkbox"/>			

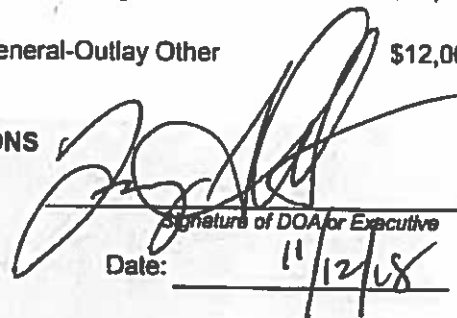
## AUTHORIZATIONS



Signature of Department Head

Department: Parks

Date: 11/06/2018



Signature of DOA or Executive

Date: 11/12/18